

APPENDIX A

SUMMARY OF PUBLIC NOTICE & HEARING PROCEDURES BY PERMIT TYPE									
PERMIT TYPE	PUBLIC HEARING REQUIRED?	PROPERTY OWNER NOTIFICATION** (✓ if applies)				CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (✓ if applies)		PRESS NOTICE (✓ if applies)	
	Yes/No*	Adjacent	100-feet	300-feet	1000-feet	Project	Not a Project (Exempt)	10-days***	20-days***
Administrative Discretionary Permits and Actions (No Public Hearing Required) ^{1 2}									
Title 18									
Certificate of Compliance	No	✓	-	-	-	-	✓	-	-
Lot Consolidation	No	✓	-	-	-	-	✓	-	-
• in the RC Zone with slope greater than 20%	No	-	-	✓	-	✓	-	-	✓
Lot Line Adjustment	No	✓	-	-	-	-	✓	-	-
• in the RC Zone with slope greater than 20%	No	-	-	✓	-	✓	-	-	✓
Lot Merger/Unmerger	No	✓	-	-	-	-	✓	-	-
• in the RC Zone with slope greater than 20%	No	-	-	✓	-	✓	-	-	✓
Parcel Map	No	-	-	✓	-	-	✓	-	-
• in the RC Zone with slope greater than 20%	Yes	-	-	✓	-	✓	-	-	✓
Parcel Map Waiver	No	✓	-	-	-	-	✓	-	-
• in the RC Zone with slope greater than 20%	No	-	-	✓	-	✓	-	-	✓
Time Extensions for all permits in Title 18	No	-	-	-	-	-	-	-	-
Title 19									
Day Care Permit (Large Family)	No	-	✓	-	-	-	✓	-	-
Design Review	No	-	-	-	-	-	✓	-	-

¹

Notice of appeal or referral of an administrative discretionary action is mailed to the applicant and all interested persons requesting notice at least ten days in advance of consideration on the discussion calendar.

²

Any proposal to change all or any part of a cemetery to another use requires public notice pursuant to Section 19.670.030.

*

The Zoning Administrator, who acts on administrative projects, may refer controversial projects to the City Planning Commission, who will then act in the capacity of the Zoning Administrator. Each Zoning Administrator decision on a Minor Conditional Use Permit, Variance and Administrative Environmental Initial Study is transmitted to the City Council, who may refer the matter for consideration on the discussion calendar agenda.

**

If the number of owners to whom notice would be mailed is greater than 1,000, an advertisement of at least 1/8 page in a newspaper of general circulation within the City may be substituted for the mailed notice.

Whenever a negative declaration is proposed to be adopted for any project pursuant to CEQA, the period for publishing and mailing the notice prior to the hearing is increased from ten to twenty days. The time period is increased from ten to thirty days when a project is subject to the jurisdiction of any State agency.

IX – 108

SUMMARY OF PUBLIC NOTICE & HEARING PROCEDURES BY PERMIT TYPE									
PERMIT TYPE	PUBLIC HEARING REQUIRED?	PROPERTY OWNER NOTIFICATION** (✓ if applies)				CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (✓ if applies)		PRESS NOTICE (✓ if applies)	
	Yes/No*	Adjacent	100-feet	300-feet	1000-feet	Project	Not a Project (Exempt)	10-days***	20-days***
Administrative Environmental Initial Study	No	✓	-	-	-	-	✓	-	-
Fair Housing and Reasonable Accommodation	No	✓	-	-	-	-	✓	-	-
Interpretation of Zoning Code	No	-	-	-	-	-	✓	-	-
Minor Conditional Use Permit	No	-	-	✓	-	-	✓	-	-
• with variance	No	-	-	✓	-	-	✓	-	-
• with variance for standards related to alcohol sales, arcade, internet/cyber café, billiard parlor/ pool hall or entertainment	No	-	-	-	✓	-	✓	-	-
• referred to CPC	No	-	-	✓	-	-	✓	-	-
• referred to CPC with variance for standards related to alcohol sales	No	-	-	-	✓	-	✓	-	-
• parolee/probationer home (2-6 occupants)	No	-	-	-	✓	-	✓	-	-
Nonconforming Status	No	-	-	-	-	-	✓	-	-
Recycling Center Permit	No	-	-	-	-	-	✓	-	-
Temporary Use Permit	No	-	-	-	-	-	✓	-	-
Time Extensions for all permits in Title 19	No	-	-	-	-	-	✓	-	-
Transportation Demand Management Regulations	No	-	-	-	-	-	✓	-	-
Variance									
• with signatures	No	-	-	-	-	-	✓	-	-
• without signatures	No	✓	-	-	-	-	✓	-	-
• in the RC Zone with slope greater than 20%	No	✓	-	-	-	✓	-	-	-
Title 20									
Administrative Certificate of Appropriateness	No	-	-	-	-	-	✓	-	-

* The Zoning Administrator, who acts on administrative projects, may refer controversial projects to the City Planning Commission, who will then act in the capacity of the Zoning Administrator. Each Zoning Administrator decision on a Minor Conditional Use Permit, Variance and Administrative Environmental Initial Study is transmitted to the City Council, who may refer the matter for consideration on the discussion calendar agenda.

** If the number of owners to whom notice would be mailed is greater than 1,000, an advertisement of at least 1/8 page in a newspaper of general circulation within the City may be substituted for the mailed notice.

*** Whenever a negative declaration is proposed to be adopted for any project pursuant to CEQA, the period for publishing and mailing the notice prior to the hearing is increased from ten to twenty days. The time period is increased from ten to thirty days when a project is subject to the jurisdiction of any State agency.

SUMMARY OF PUBLIC NOTICE & HEARING PROCEDURES BY PERMIT TYPE									
PERMIT TYPE	PUBLIC HEARING REQUIRED?	PROPERTY OWNER NOTIFICATION** (✓ if applies)				CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (✓ if applies)		PRESS NOTICE (✓ if applies)	
	Yes/No*	Adjacent	100-feet	300-feet	1000-feet	Project	Not a Project (Exempt)	10-days***	20-days***
Mills Act Preservation Agreements	No	-	-	-	-	-	✓	-	-
Discretionary Permits and Actions (Public Hearing Required) ^{3 4}									
Title 18									
Condominium Map	Yes	-	-	✓	-	✓	-	-	✓
Environmental Subdivision Map	Yes	-	-	✓	-	✓	-	-	✓
Reversion to Acreage Map	Yes	-	-	✓	-	✓	-	-	✓
Tract Map	Yes	-	-	✓	-	✓	-	-	✓
Vesting Map	Yes	-	-	✓	-	✓	-	-	✓
Title 19									
Accessibility Appeals	Yes	-	-	-	-	-	✓	-	-
Airport Land Use Commission (ALUC) Appeal	Yes	-	-	✓	-	✓	-	-	✓
Conditional Use Permit	Yes	-	-	✓	-	✓	-	-	✓
• with variance for standards related to alcohol sales	Yes	-	-	-	✓	✓	-	-	✓
• parolee/probationer home (7 or more occupants)	Yes	-	-	-	✓	✓	-	-	✓
• shelter	Yes	-	-	-	✓	✓	-	-	✓
Condominium Conversion Permit	Yes	-	-	✓	-	✓	-	-	✓
Development Agreement and Amendment	Yes	-	-	✓	-	✓	-	-	✓

³Any proposal to change all or any part of a cemetery to another use requires public notice pursuant to Section 19.670.030.

⁴Notice of appeal or referral of a discretionary action with a public hearing or a legislative action is provided in the same manner as the original public hearing, not more than ten days before the hearing. Proposed adoption of a negative declaration does not extend the time beyond ten days.

*The Zoning Administrator, who acts on administrative projects, may refer controversial projects to the City Planning Commission, who will then act in the capacity of the Zoning Administrator. Each Zoning Administrator decision on a Minor Conditional Use Permit, Variance and Administrative Environmental Initial Study is transmitted to the City Council, who may refer the matter for consideration on the discussion calendar agenda.

**If the number of owners to whom notice would be mailed is greater than 1,000, an advertisement of at least 1/8 page in a newspaper of general circulation within the City may be substituted for the mailed notice.

***Whenever a negative declaration is proposed to be adopted for any project pursuant to CEQA, the period for publishing and mailing the notice prior to the hearing is increased from ten to twenty days. The time period is increased from ten to thirty days when a project is subject to the jurisdiction of any State agency.

IX – 110

SUMMARY OF PUBLIC NOTICE & HEARING PROCEDURES BY PERMIT TYPE									
PERMIT TYPE	PUBLIC HEARING REQUIRED?	PROPERTY OWNER NOTIFICATION** (✓ if applies)				CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (✓ if applies)		PRESS NOTICE (✓ if applies)	
	Yes/No*	Adjacent	100-feet	300-feet	1000-feet	Project	Not a Project (Exempt)	10-days***	20-days***
Environmental Initial Study	Yes	-	-	✓	-	✓	-	-	✓
Planned Residential Development Permit	Yes	-	-	✓	-	✓	-	-	✓
Site Plan Review Permit	Yes	-	-	✓	-	✓	-	-	✓
Street Name Change	Yes	-	-	✓	-	-	✓	-	-
Traffic Pattern Modification Measures	Yes	-	-	✓	-	✓	-	-	✓
Vacation of Street, Alley or Walkway • summary (to City Council)	Yes	-	-	✓	-	✓	-	-	✓
	Yes	City Departments and Utility Companies Only				-	✓	-	-
Title 20									
Certificate of Appropriateness • no substantial adverse change • substantial adverse change	Yes	✓	-	-	-	-	✓	-	-
	Yes	-	-	✓	-	✓	-	-	✓
Historic Designation • landmark • structure of merit • historic district/conservation area	Yes	-	-	✓	-	-	✓	✓	-
	Yes	-	-	✓	-	-	✓	-	-
	Yes	All Properties Within Boundary				-	✓	✓	-

* The Zoning Administrator, who acts on administrative projects, may refer controversial projects to the City Planning Commission, who will then act in the capacity of the Zoning Administrator. Each Zoning Administrator decision on a Minor Conditional Use Permit, Variance and Administrative Environmental Initial Study is transmitted to the City Council, who may refer the matter for consideration on the discussion calendar agenda.

** If the number of owners to whom notice would be mailed is greater than 1,000, an advertisement of at least 1/8 page in a newspaper of general circulation within the City may be substituted for the mailed notice.

*** Whenever a negative declaration is proposed to be adopted for any project pursuant to CEQA, the period for publishing and mailing the notice prior to the hearing is increased from ten to twenty days. The time period is increased from ten to thirty days when a project is subject to the jurisdiction of any State agency.

SUMMARY OF PUBLIC NOTICE & HEARING PROCEDURES BY PERMIT TYPE									
PERMIT TYPE	PUBLIC HEARING REQUIRED?	PROPERTY OWNER NOTIFICATION** (✓ if applies)				CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (✓ if applies)		PRESS NOTICE (✓ if applies)	
	Yes/No*	Adjacent	100-feet	300-feet	1000-feet	Project	Not a Project (Exempt)	10-days***	20-days***
Legislative Actions (Public Hearing Required) ^{5 6}									
Title 19									
Annexation or Detachment	Yes	-	-	✓	-	✓	-	-	21-days
Development Agreement, Amendment, or Cancellation ⁷	Yes	-	-	✓	-	✓	-	-	✓
General Plan Text/Map Amendment	Yes	-	-	✓	-	✓	-	-	✓
Specific Plan and Amendment	Yes	-	-	✓	-	✓	-	-	✓
Zoning Code Text/Map Amendment	Yes	-	-	✓	-	✓	-	-	✓

5

Any proposal to change all or any part of a cemetery to another use requires public notice pursuant to Section 19.670.030.

6

Notice of appeal or referral of a discretionary action with a public hearing or a legislative action is provided in the same manner as the original public hearing, not more than ten days before the hearing. Proposed adoption of a negative declaration does not extend the time beyond ten days.

7

Refer to City Resolution # 15475 or its successor.

*

The Zoning Administrator, who acts on administrative projects, may refer controversial projects to the City Planning Commission, who will then act in the capacity of the Zoning Administrator. Each Zoning Administrator decision on a Minor Conditional Use Permit, Variance and Administrative Environmental Initial Study is transmitted to the City Council, who may refer the matter for consideration on the discussion calendar agenda.

**

If the number of owners to whom notice would be mailed is greater than 1,000, an advertisement of at least 1/8 page in a newspaper of general circulation within the City may be substituted for the mailed notice.

Whenever a negative declaration is proposed to be adopted for any project pursuant to CEQA, the period for publishing and mailing the notice prior to the hearing is increased from ten to twenty days. The time period is increased from ten to thirty days when a project is subject to the jurisdiction of any State agency.

IX – 112